**Grading rubric: Excel   
Checkbook Lesson   
Learning goal: You will create a spreadsheet to keep track of your balance in a checkbook, using debits and credits.**

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts.** | **Your**  **Score** |
| Title in bold, merged and centered | 2 |  |
| Numbers and text typed in correctly in spreadsheet | 10 |  |
| Formulas correct in spreadsheet | 10 |  |
| Header | 2 |  |
| Page numbering, centered (x of y format) | 2 |  |
| Print in landscape | 2 |  |
| Formula page printed using ctrl ~ | 5 |  |
| **Total** | **33** |  |

**Student name:  
Date:  
Class:**

**Your score:\_\_\_\_\_\_\_\_\_\_**